



DEPARTMENT OF THE NAVY  
<COMMAND NAME>  
<COMMAND ADDRESS 1> <COMMAND ADDRESS 2>

1306

<COMMAND>

DD Mon YY

From: Commander, <Command Name>  
To: Director, U.S. Navy Senior Enlisted Academy  
  
Subj: ACKNOWLEDGEMENT OF <RATE & FULL NAME> ATTENDING THE NAVY  
SENIOR ENLISTED ACADEMY  
  
Ref: (a) MILPERSMAN 1306-925

1. <RATE & FULL NAME> fully meets the requirements to attend the U.S. Navy Senior Enlisted Academy (SEA) as stated in reference (a).
2. Member has been counseled on the unlawfulness of plagiarism and is aware that committing plagiarism will result in an appearance before an Academic Integrity Review Committee. Substantiated plagiarism will result in disenrollment with a 12 to 36-month penalty to re-enroll and may also result in disciplinary action under the Uniform Code of Military Justice.
3. Member has been counseled that failure to meet Navy Body Composition Assessment standards on the first day of the in-residence period will result in automatic disenrollment with a 12-month penalty to re-enroll. Furthermore, if travel to Newport, RI was originally funded by the SEA, I acknowledge assuming responsibility for travel returning from the SEA, which will default to my Command's Line of Accounting on the travel voucher.
4. Member has been counseled that travel orders to the SEA will not be modified within 10 days of starting travel without SEA approval, and rental vehicles are not authorized on SEA travel orders.

<CO's signature block>

Copy to:  
CMC  
SEA student